

NOTICE OF A FINANCE COMMITTEE MEETING OF HECKINGTON PARISH COUNCIL

Dear Sir/Madam

I hereby give you notice that the **Finance Committee** meeting of Heckington Parish Council will be held in the **Parish Council Chambers, St Andrews Street, Heckington, on Monday 21 July 2025 at 7.30pm.**

Members of the Press and Public are invited to attend. Members of the Parish Council Finance Committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting, as set out hereunder.

Signed: Heidi Wilson, Clerk

Dated: 15 July 2025

The Finance Committee may pass a resolution on any agenda item, even if the agenda does not specifically state 'to resolve to approve'. This wording 'to resolve to approve' in certain circumstances could be interpreted as predetermination. The parish council have received advice from LALC in relation to this matter.

AGENDA

1. **Chair's Welcome**
2. **Public Forum:** Fifteen minutes will be set aside for members of the public to ask questions or make short statements to the committee about finance related matters. The council may choose not to answer any question; a response may instead be given in writing. Matters raised may be added to an agenda for a future meeting. Members of the public are welcome to stay for the parish council meeting after the public session, but they **are not** permitted to speak during that meeting unless invited to do so.
3. **Councillors present**
4. **Apologies**
5. **To receive any reports of member's interest, pecuniary or otherwise in relation to the agenda and any dispensations in accordance with the Localism Act 2011**
6. **Approval of Minutes**
To resolve to approve the minutes of the Finance Committee meeting on 16 June 2025 as a true and accurate record of that meeting.
7. **Finance**
 - a) To discuss the cemetery budget including a proposal from the Committee to absorb £30,000.00 from the sale of Star Fen to boost the budget for the current financial year.
 - b) S106 – To review proposals for a MUGA at the Pavilion on the site of the former playground (if available).
 - c) To review costings for the purchase of handheld radios for the Clerk and Caretaker in line with the lone worker policy.
 - d) A review of reserves following the sale of Star Fen.
 - e) Confirmation of the monthly finance checks (bank reconciliation, bank statements, invoices, payment slips and cashbook).
 - f) To review quotes as they are received for the insurance renewal on 3 August 2025.
8. **Chambers**
 - a) To note the updates to the Fire Risk Assessment action plan and further requirements for compliance.
 - i) Signage from Arion, £124.80
 - ii) Site Plans, £300.00

- b) To review the updated quote from Urisk further to the Legionella Risk Assessment (and the resolution passed by the Parish Council on 30 June 2025).
- c) To receive an update from the Clerk in relation to enquiries made with AccessAble, NRAC Accessibility Consultants in relation to a review of the Parish Council Chambers and Pavilion (Walk and Talk Survey £700.00).
 - i) To note the email from Rachel Hoyles, Business Support Assistance for LCC dated 23 June 2025 in relation to funding for the community hub (balance of £11,884.28).
- d) To receive an update from Councillors Spencer and Wright in relation to a survey of the Parish Council Chambers and long-term maintenance schedule for the building.
- e) To receive an update from the Clerk in relation to the monthly routine building inspections including fire alarm, emergency lighting, First Aid kits, LOLER and lift service and cleaning (including windows).

9. Date and time of the next meeting

10. Questions from the public (time permitting at the discretion of the Chair).

11. Closed Session

- a) To discuss the Pavilion tenancy agreement.
- b) To receive any updates from Councillors Davison, Tucker and Wright in relation to discussions about future financial management at the Pavilion (if available).

If you require a more detailed version of the agenda, please contact the Clerk.

If you would like to attend the Parish Council meeting and have accessibility requirements, please contact the Clerk ahead of time so that reasonable adjustments can be made.